

# Final Site Plan Review *Without* Final Construction Plan Review Application

Handout #42 Revised 04.15.05

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## What is the purpose of final site plan review?

The final site plan review process ensures that final site plans and final landscaping plans are consistent with final construction plans, approved preliminary site plan review, conditions of approval, and other sections of the Clark County Code (CCC). Also, that documentation has been processed for dedicating right-of-way, establishing needed easements, covenants, and agreements, and guaranties have been provided for improvements and maintenance (e.g., bonds and escrow accounts). Finally, that the requirements of other governmental agencies have been satisfied prior to final site plan approval.

## When do I need to apply for final site plan review?

For all development subject to site plan review, you may apply for *final* site plan approval as soon as your *preliminary* site plan approval is effective. Your preliminary site plan is effective after the close of the appeal period provided no appeal has been filed. Preliminary site plan approvals expire in five years unless a building permit has been issued and remains in effect or a final occupancy permit has been issued.

## How are final site plans processed?

Final site plans are subject to a Type 1 review pursuant to Section 40.510.010. Where construction plans are also required, the proposed final site plan must be included as a sheet in the construction plan set (see Handout 100). The final site plan review process begins with a “**Counter Complete**” review of your submittal package. This review ensures that all required items (see attached submittal list) have been submitted before accepting your application. If the submittal package is not counter complete, the application will **not be accepted** and will be returned at the counter.

Once your application is deemed Counter Complete, the plans are routed for review. The application packet and all the copies are sent to the Engineering Services Division and they distribute copies to all affected County Departments. The Final Site Plan Coordinator will coordinate the return of all the staff comments to the applicant, typically through a status memo.

Final site plans are reviewed for completeness and correctness concurrently. The initial review will be completed within 21 calendar days of a counter-complete submittal. If, after the initial review, the responsible official concludes that the application complies with the requirements of the code the responsible official will issue a decision. If the responsible official concludes that the application does not comply, the applicant will be asked to amend the application and submit the amended application to the County for a second review.

The second review will be completed within 14 calendar days of the submittal of corrected plans. If, after the second review, the responsible official concludes that the application still does not comply, the applicant will be asked to amend the application and submit the amended application to the County for a third review.

The third review will be completed within 7 calendar days of the submittal of corrected plans. Upon completion of the third review, the responsible official will issue a decision within 5 calendar days to approve or deny the application. However, an applicant may request in writing either a time extension or additional reviews (fourth review, etc.).

**Do I need to meet with staff before I apply?**

A preapplication meeting is not required for a Type I process. However, if the application also includes final construction plan approval (see Handout 100), a preliminary review meeting is strongly encouraged prior to submittal of a final site plan/final construction plan application. Applicants should contact Amber Coonradt ext. 5268 to request a preliminary review meeting, which staff will schedule within 14 days, if possible.

You may also contact the Planning Tech (Harriet Padmore ext. 4380) prior to submitting the final site plan to arrange a meeting to better understand the review process and ask questions. Your questions may also be addressed over the phone or via e-mail (harriet.padmore@clark.wa.gov).

**What if modifications are needed after plans are submitted or during construction?**

Plan revisions proposed during final site plan review which conflict with the preliminary plan review decision and conditions of approval, may require application for a Post Decision Review. A Post Decision Review will be processed as a Type I, II or III Review, depending upon the degree of proposed change (see Handout #70 Post Decision Review).

Plan revisions proposed during final site plan review which do not conflict with conditions of development approval or the road standards, may be authorized by the Development Services Team Leader (or designee). Written consent between the Team Leader and the applicant is required.

**Can the landscaping installation be postponed due to seasonal conditions?**

The Engineering Services Team Leader may allow postponement of the landscaping (due to weather conditions) to the spring or fall planting season, with appropriate financial guarantees. In such cases, verification of the required landscape and the two-year maintenance period will commence following installation.

**How do I verify that the required landscape has been installed in accordance with my approved landscape plan?**

You must submit a copy of the approved landscape plan(s) with a certification (standard form provided by the County) signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site.

**If a wetland area is located on the site, what additional requirements are there?**

When a wetland permit has been required or received *preliminary* approval, *final* approval is required prior to Final Site Plan Approval. The final wetland permit should be reviewed in conjunction with the final site plan review to ensure that approved wetland impacts, stormwater facilities within wetlands or buffers, and wetland mitigation plans are accurately represented in the construction plans approved by the County. A conservation covenant must be recorded and a financial guarantee for the construction of proposed mitigation must be secured before the final wetland permit can be approved. The details for this process are described in the (#35-E) Final Wetland Permit Application information handout available at the Customer Service counter.

**Note:**

This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.510.010 Type I Process – Ministerial Decisions and 40.520.040(F) Final Site Plan/Final Construction Plan Review.

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# ENGINEERING SERVICES FINAL SITE PLAN REVIEW *WITHOUT* FINAL CONSTRUCTION REVIEW SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the application. All submittals that are determined ***not*** "Counter Complete" will be ***returned*** to the applicant for correction and resubmittal. Submittals determined to be "Counter Complete" will be routed to Engineering Services for review.

FINAL SITE PLAN WITHOUT FINAL CONSTRUCTION REVIEW	
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Plan Set Copies - Four (4) copies of Plans, including but not limited to:
<input type="checkbox"/>	Site Plan including but not limited to: project name; legend; location; boundary survey; lot, block and street right of way and centerline dimensions; street name(s); scale, including graphic scale, north arrow and basis of bearing; utility easements; walkways; building square footage; parking lot layout and number of spaces
<input type="checkbox"/>	One (1) reduced copy (8-1/2" X 11") of site plan
<input type="checkbox"/>	Private road maintenance agreement, if applicable*
<input type="checkbox"/>	Stormwater covenant, if applicable*
<input type="checkbox"/>	Wetland and/or habitat covenant(s), if applicable*
<input type="checkbox"/>	Recorded conservation covenant, if applicable*
<input type="checkbox"/>	Latecomer's Agreement(s), if applicable*
<input type="checkbox"/>	Verification of the installation of required landscape*
<input type="checkbox"/>	
<input type="checkbox"/>	

\* Not required as part of counter complete submittal BUT may be required for Final Site Plan Approval

## **FINAL SITE PLAN REVIEW FEE SCHEDULE**

### **Final Site Plan Review**

Type I (without Engineering Review)	\$1,393
Other Types (with Engineering Review)**	\$2,902

**TOTAL**                      \$ \_\_\_\_\_

### **Note:**

**\*\* Please refer to Handout #100 – Final Construction Plan Review**

**Development Inspection fees shall be paid upon submittal of copies of approved plans prior to pre-construction conference.**



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DATE OF SUBMITTAL: \_\_\_\_\_

## CERTIFICATION OF LANDSCAPE INSTALLATION

In order to ensure that the landscape has been installed in conformance with the approved landscape plan(s) CCC 40.320.020, CCC 40.540.070(B)(8)(d), and CCC 40.320.010 require that the applicant to submit a copy of the approved landscape plan(s) with a certification signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached approved plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site. Any substituted plants shall be no smaller than those shown on the approved plan(s) and shall have similar characteristics in terms of height, drought tolerance and suitability for screening. **Verification of landscape installation must be submitted prior to approval of a final plat or issuance of an occupancy permit.**

PROJECT NAME:	_____	FSR/FLD CASE #:	_____
DEVELOPER:	_____	PHONE:	_____
LANDSCAPE CONTRACTOR:	_____	PHONE:	_____
LANDSCAPE ARCHITECT:	_____	PHONE:	_____

I, the undersigned landscape architect licensed in the state of Washington, hereby certify that the landscape on the subject site has been installed in accordance with the attached approved plans with \_\_\_\_ [number of substitutions] plant substitutions. I further certify that all of the plant substitutions are listed below and that these substituted plants are comparable to the approved plantings, suitable for the site, are be no smaller than those shown on the approved plan(s) and have similar characteristics in terms of height, drought tolerance and suitability for screening.

Approved Plantings		Plan Substitution	
Name	Size	Name	Size
1.			
2.			
3.			

\* *Attach additional sheets as needed to list all plant substitutions.*

Irrigation    was    was not    [circle one] required by the approved landscape plan. If irrigation was required, I further certify that the irrigation system was installed pursuant to the landscape plan and has been tested and was properly functioning on \_\_\_\_\_ [date irrigation system was tested].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stamp

**Attach approved landscape plan(s)**



# ENGINEERING SERVICES

## Application Form

<b>PROJECT NAME:</b>										
<b>DESCRIPTION OF PROPOSAL:</b>										
<b>PRELIMINARY PLAN REVIEW CASE NUMBER: PLD- _____ or PSR _____</b>										
<b>DEVELOPMENT TYPE:</b> <table border="0"><tr><td><input type="checkbox"/> Commercial</td><td><input type="checkbox"/> Commercial Pad</td><td><input type="checkbox"/> Industrial</td></tr><tr><td><input type="checkbox"/> Industrial</td><td><input type="checkbox"/> Mixed Used</td><td><input type="checkbox"/> Utility Structure</td></tr><tr><td><input type="checkbox"/> Residential</td><td><input type="checkbox"/> Tenant Improvement</td><td><input type="checkbox"/> Unoccupied Commercial</td></tr></table>		<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial Pad	<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Used	<input type="checkbox"/> Utility Structure	<input type="checkbox"/> Residential	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Unoccupied Commercial
<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial Pad	<input type="checkbox"/> Industrial								
<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Used	<input type="checkbox"/> Utility Structure								
<input type="checkbox"/> Residential	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Unoccupied Commercial								
<b>SCOPE OF WORK:</b> <input type="checkbox"/> Site Plan – Without Final Construction Review										
<b>PROJECT ADDRESS:</b>	Parcel Number(s):									
<b>DEVELOPER INFORMATION:</b>	Address:									
E-mail Address:	Phone and Fax:									
<b>CONTACT INFORMATION:</b>	Address:									
E-mail Address:	Phone and Fax:									

### **AUTHORIZATION**

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the application. This application gives consent to the county to enter the properties listed above.

Authorized  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

